The Town of Berwyn Heights is seeking a talented and dedicated professional for its next Administrative Assistant in the Public Works Department.

Who We Are
The Town Council and employees of Berwyn Heights cultivate a high quality of life by engaging the community and delivering equitable, professional, and expeditious services to our residents. We are a safe, diverse town at the center of abundant natural beauty, with a neighborly charm and community spirit that is welcoming to all.

What We Desire
- An effective communicator comfortable with engaging the Town's residents, colleagues, and visitors equally.
- A professional with excellent attention to detail, and the ability to interpret and implement policies and procedures, with the ability to draft correspondence for the Public Works Department.
- An individual capable of providing excellent customer service while dealing with inquires or complaints on departmental operations and procedures.
- A candidate with Spanish language skills will be helpful in providing exceptional customer service to residents and visitors.
- An individual that is willing to work in a part-time capacity.

What We Require
A Bachelor's degree for the Administrative Associate II position, or a high school diploma for the Administrative Association I position.
Previous administrative, secretarial, bookkeeping or accounting experience.
Computer knowledge including Microsoft Word, Excel and Outlook.
Candidate will be subject to pre-employment background check with drug screening

What You Can Expect
The position available is in a part-time capacity of approximately 20 weekly hours.
A competitive wage (starting from $16.52 -$18.21 per hour, DOQ.)
Participation in the Maryland State Retirement System.
A collegial working environment where your contributions are valued.

If This Is You
Send a cover letter and a resume with listed references to Treasurer/HR Manager Michelle Rodriguez at MRodriguez@BerwynHeightsMD.gov or mail to 5700 Berwyn Road, Berwyn Heights, Maryland 20740. The closing date is **Friday, September 14, 2018**